



HEALTH RECORD TECHNICIAN I  
Final Filing Date: Continuous

OPEN

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE      DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION

WHO SHOULD APPLY      Applicants who meet the minimum qualifications as stated below and have not previously tested with the Department of Corrections and Rehabilitation (CDCR) during this testing period. CDCR testing periods for this examination are: **January – June and July – December**. Applications will not be accepted on a promotional basis.

HOW TO APPLY      Submit Examination Application (Std. Form 678) and Supplemental Application to:

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| <b>By mail with:</b><br><b>Department of Corrections and Rehabilitation</b><br><b>Selection Services Section</b><br><b>P.O. Box 942883</b><br><b>Sacramento, CA 94283-0001</b><br><b>(916) 322-2545</b> | or | <b>In person with:</b><br><b>Department of Corrections and Rehabilitation</b><br><b>Selection Services Section</b><br><b>1515 “S” Street, Room 522-N</b><br><b>Sacramento, CA 95814</b><br><b>(916) 322-2545</b> |
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If you are personally delivering your application(s), please do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, to the same street address as listed above for the Selection Services Section.

The Supplemental Application for Health Record Technician I can be downloaded from State Personnel Board’s website at [www.spb.ca.gov](http://www.spb.ca.gov) or CDCR’s website at [www.cdcr.ca.gov](http://www.cdcr.ca.gov)

HOW TO APPLY AT  
SAN QUENTIN STATE  
PRISON ONLY      Applicants interested in employment at San Quentin State Prison may file their application(s) by mail or apply in person between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday at the below address. For questions regarding the examination process, contact the Delegated Testing Officer at (415) 455-5021.

**San Quentin State Prison**  
**Attn: Delegated Testing Officer**  
**San Quentin, CA 94964**

**NOTE:** The wearing of denim or gray sweats on institution grounds is prohibited as well as cellphones.

APPLICATION  
DEADLINE/  
REQUIREMENTS      Applications will be accepted on a continuous basis. All applicants must meet the education and/or experience requirements for this examination at the time he or she files his or her application.

SALARY RANGE(S)      **As of September 1, 2006**

**\$3,256.00 - \$3,559.00 per month** - This salary range includes pay increases approved by the United States District Court and applies to Health Record Technician I appointed to Adult Institutions and Juvenile Facilities and Division of Correctional Health Care Services.

**Base Salary as of July 1, 2006**

\$2,551.00 - \$3,103.00 per month

BENEFITS      

- Deferred Compensation Plans (Savings pool, 401k and 457 plans)
- \$100 monthly Bilingual Differential Pay
- 75% Reimbursement of Van Pool, \$65 maximum per month (\$100 primary driver)
- 75% Reimbursement of Public Transit Passes, \$65 maximum per month
- Flexible work hours (management discretion)
- Pre-tax parking (where applicable)
- Fourteen (14) paid holidays
- Generous paid vacation/sick leave
- Jury duty/military/bereavement leave
- Health, Dental and Vision Care Plans (Rural Health Care Equity Program for areas without HMOs)
- Pre-retirement death benefit
- Dependent Care Program
- Long Term Insurance (CalPERS)
- Home Loan Program (CalPERS)
- Legal Services
- Employee Assistance Program

MINIMUM  
QUALIFICATIONS      **Either I**

One year of California state service clerical experience which includes training and supervised work experience in the procurement and processing of health data.

**Or II**

Two years of clerical experience in the medical or health records section of a health facility. (Successful completion of an academic curriculum in medical records science in an accredited school may be substituted for the required general experience on a year-for-year basis.)

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| MIINIMUM<br>QUALIFICATIONS,<br>CONTINUED   | <b>Education Requirements:</b> Equivalent to completion of the 12th grade. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)  |
| EXAMINATION<br>PLAN                        | <p>This examination will consist of Training and Experience Evaluation (Supplemental Application) weighted 100%. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% on the Supplemental Application. See section titled “How to Apply” for information on where to obtain a copy of the supplemental application and other needed materials.</p> <p>Candidates who meet the “Minimum Qualifications” will have their supplemental application graded. If they pass the examination, they will be placed on an eligible list. <b>RETURN OF THE SUPPLEMENTAL APPLICATION IS MANDATORY.</b> Candidates who do not return the completed supplemental application will be eliminated from this examination.</p> <p><b>Training and Experience Evaluation (Supplemental Application) -- Weighted 100.00%</b></p> <p><b>Scope:</b> Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:</p> <p><b>Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Basic medical terminology, human terminology and human anatomy</li><li>2. Health record systems and methodology used by health facilities</li><li>3. Classification of morbidity and mortality information for statistical purposes</li></ol> <p><b>Ability to:</b></p> <ol style="list-style-type: none"><li>1. Understand and conform to specific basic principles and rules of health data abstracting and coding</li><li>2. Meet and deal tactfully with the public</li><li>3. Communicate effectively</li><li>4. Benefit from academic and in-service training and job experience</li></ol> |
| ELIGIBLE LIST<br>INFORMATION               | The resulting eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. Names of successful candidates are merged into the list in order of final scores, regardless of date. Eligibility expires <b>12</b> months after establishment, unless the needs of the service and conditions of the list warrant a change in this period.  |
| POSITION<br>DESCRIPTION AND<br>LOCATION(S) | <p>The <b>Health Record Technician I</b> is the general entry level into this series and the journeyperson level for persons assigned specifically to coding or other comparable health record processing functions. Under close supervision, works with relatively structured records; and learns the principles of health data processing including detailed coding and basic abstracting; and does other related work.</p> <p>Positions exist at various institutions located throughout the state within the Department of Corrections and Rehabilitation.</p>   |
| VETERAN’S POINTS/<br>CAREER CREDITS        | Veteran’s Preference Points will be granted in this examination. Due to changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive Veteran’s Preference Points.   |

GENERAL INFORMATION

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at [www.spb.ca.gov](http://www.spb.ca.gov).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

**Veterans Preference:** California law allows the granting of Veterans Preference Points in Open Entrance and Open, Nonpromotional Entrance examinations. Veterans Preference Points will be added to the final score of all competitors who are successful in these types of examinations and qualify for and have requested these points. Credit in **Open Entrance** examinations is granted as follows: 10 points for veterans, widows and widowers of veterans and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in **Open, Nonpromotional** Entrance examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions to apply for Veteran’s Preference Points are on the Veterans Preference Applications (Std. Form 1093) which is available from the State Personnel Board, Sacramento, CA 95814 and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS